

SETTLEMENT OF LOCAL/OUTSTATION TOUR EXPENSES FOR THE EMPLOYEES & CONSULTANTS

[Applicable To: Head Office, Mediclaim Branches & PIMS]

(Effective Date: 1st May 2021)

[A] General Conveyance Rules:

- a. Expenses incurred on local travel for official work (only) will be reimbursed to the Employee on submission of expense details.
- b. Local Conveyance will be reimbursed on actual basis in case employees use public transport viz. bus, local train, auto rickshaw, taxi etc. as per the mode eligible for the grade of the employee (as tabulated below).
- c. All official conveyance claims must follow the principle of shortest route and accurate/truthful representation of distances covered and places visited.

Sr.	Grade	Applicable Mode of Transportation
01	SL0 - SL3	*Bus, local train, auto rickshaw.
02	SL4 and above	Bus, local train, auto rickshaw and taxi.

*In locations where Auto is not available, Taxi will be exceptionally allowed.

- d. In case employees use their own mode of transportation for official work, it will be reimbursed as per the below mentioned rates:-

Two Wheeler	:	Rs. 4 per km
Four Wheeler	:	Rs. 8.50 per km

 - (i) Only employees of Grade-SL4 & above are entitled to use Four Wheelers for official field duty.
 - (ii) If an employee wishes to use his own vehicle for official travel beyond city/municipal limits; then prior permission of VP/Sr.VP/CEO/MD will be required.
 - (iii) Expenses should not be claimed on following instances:
 - a. Travel from Residence to the designated place of work and vice versa.
 - b. Travel from Residence to District/Project Office and vice versa.
- e. The Accounts Department will reimburse the expenses incurred to the concerned employee, after the immediate supervisor approves the same. An Employee is required to submit the expense statement to the Finance Department along with the original bills wherever possible, on every **Saturday** in the prescribed format.

[B] Tour Allowances:

Approval for Tour:

- a. Each employee is required to obtain advance/prior tour approval from their reporting Manager before proceeding on tour.
- b. An Employees who is required to tour outstation for office work, the traveling, lodging and boarding expenses will be reimbursed (as per the allowance structure mentioned below). The expense statement needs to be submitted to Finance Department within 3 days of returning to their place of posting in the prescribed format, along with the original bills duly recommended by their respective Head of the Department.

[C] Boarding Allowance:

The reimbursement of boarding allowance when travelling to another city on tour is as follows:

- a) For the purpose of computing the Boarding Allowance; Per Diem shall mean each period of 24 hrs or any subsequent part thereof reckoned from the time of departure from residence till the time of arrival at the residence. The boarding allowance will be calculated as per the following proportions:

The following rates are applicable when the intercity tour extends beyond a day (>24 hours).

Sr.	Duration	Sanctioned Allowance (%)
01	For 24 hrs	100 % boarding allowance
02	Upto 12 hrs in excess of 24 hrs/cycle	50 % boarding allowance
03	For more than 12 hrs in excess of 24 hrs/cycle	100% boarding allowance

- b) The proportion of the boarding allowance, (in case the employee returns on the same day of the tour) is as follows:

The following rates are applicable when the intercity tour lasts only for a day or less (upto about 12 hours)

Sr.	No. of hours of Outdoor Duty	Sanctioned Allowance (%)
01	1 upto 4 hrs	25 % of the boarding allowance
02	Above 4 & upto 8 hrs	50 % boarding allowance
03	For more than 8 hrs	100 % boarding allowance

(From the time of leaving home/office till the time of returning back home/office)

[D] Outstation Allowances:

Grade	Traveling	Lodging (Per day)	Boarding	Within the City
SL0 to SL3	Bus / Train – 3 Tier AC	A Class – Rs. 2500/- B Class – Rs. 1800/- C Class – Rs. 1600/-	Class A: Rs 700/- per day Class B & C: Rs 600/- per day (No Bills Required)	Bus, train, auto; where Auto is not available, taxi will be allowed
SL4 & SL5	Bus / Train 2 Tier AC, Air (Eco. Class), Taxi (Shared)	A Class – Rs. 3750/- B Class – Rs. 3000/- C Class – Rs. 2000/-	Class A: Rs 1000/- per day Class B & C: Rs 800/- per day [Bills are required, except for Rs 150/-] If you claim the entire boarding allowance without bills , then the allowances will be as follows: Class A: Rs 700/- per day Class B & C: Rs 600/- per day	As above + Taxi
SL6	Bus / Train 2 Tier AC, Air (Eco. Class), Taxi (Shared)	A Class – Rs. 5000/- B Class – Rs. 3500/- C Class – Rs. 3000/-	Class A: Rs 1250/- per day Class B & C: Rs 1000/- per day [Bills are required, except for Rs 150/-] If you claim the entire boarding allowance without bills , then the allowances will be as follows: Class A: Rs 700/- per day Class B & C: Rs 600/- per day	As above + Taxi
SL7	Bus / Train–2 Tier AC, Air (Eco. Class) / Taxi	A Class – Rs. 7500/- B Class – Rs. 6000/- C Class – Rs. 5000/-	Class A to C: Rs 2000/- per day [Bills are required, except for Rs 200/-]	As above + Taxi

- a) The above tariff is exclusive of taxes.
b) These are maximum eligibilities & booking should be done at suitable hotels available within this range/lower than max. eligibility.

Air Travel:

- a. All air travel will require advance approval from SBU-Heads/CEO/MD.

- b. Air travel (economy) will be allowed only for destinations which are above 700 kms.
- c. Air Travel booking is centralized at HO. Bookings for train or bus can be done by individual employees as per their entitlement.
- d. Fair bills are required to be produced for Lodging and Travel, except local travel, as prescribed.
- e. Services availed from Travel Agents and their reasonable charges will be reimbursed, on submission of fair bills.

Classification of cities:

Class 'A' Cities: Bangalore, Chennai, NCR (Delhi, Ghaziabad, Faridabad, Gurgaon, Noida), Hyderabad, Kolkata, Mumbai.

Class 'B' Cities: Ahmedabad, Chandigarh, Ludhiana, Panjim, Bhopal, Lucknow, Patna, Ranchi, Bhubaneswar, Jaipur, Pondicherry, Dehradun, Pune, Nagpur, Baroda, Surat, Indore, Kanpur, Coimbatore, Kochi, Vizag, Trichur, Puri, Siliguri, Guwahati & other North East Cities, Jammu and All State Capitals.

Class 'C' Cities: All places other than above.

The Management reserves the right to change, amend, suspend or cancel the above tour allowance policy with or without notice at any time.

Falsifying, manipulating, over-claiming and tampering with expenses and bills to gain personal profits/benefits incurred for various allowable expenses is a crime and can result in immediate termination. All employees are required to remain economical & cost conscious when incurring expenses.
